

3 April 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 20

SUBJECT: Central Files System.

1. The enclosed memorandum from the Acting Administrative Officer, announces the establishment of a Central File and Record System for the Central Intelligence Group, to be located in Room 4133.

2. The Central Planning Staff will follow the procedure given below in preparing correspondence:

a. Copies of correspondence prepared for use only in the Central Planning Staff will not be sent to the Central Files.

Examples: inter-Staff memorandums
Planning Directives

b. Two copies of all other correspondence will be sent to Central Files.

Examples: Memorandums to Divisions of C.I.G. outside the Central Planning Staff
Correspondence to outside agencies and departments

FOR THE ACTING CHIEF, CENTRAL PLANNING STAFF:

25X1A

Acting Assistant Chief, Central Planning Staff

Enclosure:

As noted in 1. above

Distribution:

Secretary, NIA
Administrative Officer
Policy and Review
Intelligence
Information
Security